**SUBDIVISION/DEVELOPMENT ACCEPTANCE**

**REVIEW CHECKLIST**

The Acceptance Review checklist is intended to address the conceptual approach and must be completed prior to the Review for Approval. Completed acceptance items includes Application Form, Fees, Administrative Requirements Checklist (i.e. Acceptance Review Checklist), and Land Access Authorization Form.

Review for Approval is intended to assure that all technical requirements, state approvals, and legal data are submitted.

|  |  |  |
| --- | --- | --- |
| **APPLIES** | **Town of Mont Vernon Acceptance Review Checklist** | **COMPLIES** |
| **YES** | **NO** | **ADMINISTRATIVE REQUIREMENTS**Chapter III **Article 3: Procedure** | **YES** | **NO** |
|  |  | III - 301.4 Has Review for Approval checklist and 5 copies of plans been submitted 20 days before work session? |  |  |
|  |  | III- 412 Has a municipal expense account been created? |  |  |
|  |  | **Article 6: Plat Requirements**III-605.1(b)(i)(16) Have all approvals as prescribed by law been submitted?  |  |  |
|  |  |  |  |  |
|  |  | **ZONING ORDINANCE** Chapter I **Article 2: Districts** |  |  |
|  |  | I-201 Are all pertinent zoning districts shown on the plat? |  |  |
|  |  | I-205 Is a special exception needed? |  |  |
|  |  |  |  |  |
|  |  | **Article 3: General Provisions** |  |  |
|  |  | I-302.1 Are sanitary disposal areas more than 75 feet from water bodies, wells, or other dwellings? |  |  |
|  |  | I-304.1 Does the district classification follow the Key to Soil Types table? |  |  |
|  |  | I-304.2 Are the setbacks correct for the zoning district? |  |  |
|  |  | I-304.4 Are all effluent systems located outside of the setbacks and in the most suitable soils? |  |  |
|  |  | I-304.5 Are the number of allowed lots calculated correctly? |  |  |
|  |  |  |  |  |
|  |  | **For Open Space subdivisions, complete the following zoning items. Conventional subdivisions proceed to WETLAND ORDINANCES, Chapter II.** |  |  |
|  |  |  |  |  |
| **APPLIES** | **Town of Mont Vernon Acceptance Review Checklist** | **COMPLIES** |
| **YES** | **NO** | **Chapter I****Article 3: General Provisions for Open Space Development** | **YES** | **NO** |
|  |  | I-305.3(c) Have all requirements been met for waiving frontage dimensions? |  |  |
|  |  | I-305.3(e) Are the calculations reserving 40% of the Net Tract Area shown? |  |  |
|  |  | I-305.3 (c) Is there a setback of at least 100 feet from existing roads and abutters? |  |  |
|  |  | I-305.3(c) Are there more than 3 curb cuts on existing roads? |  |  |
|  |  | I-305.3(c) Is there a landscaped buffer providing a transition between zoning uses? |  |  |
|  |  | I-305.3 (d) Are all dwelling units more than 25 feet from the lot lines? |  |  |
|  |  | I-305.3 (e) Is access provided to open space for residents and general public? |  |  |
|  |  | I-305.3(f) Is there a note restricting any further subdivision? |  |  |
|  |  | I-305.3(f) Will the open space be deeded to the Town or protected in other ways? |  |  |
|  |  | I-305.3(g) Have the Fire Dept., Selectmen, and Planning Board granted reduction to width, Right of Way, or paving? |  |  |
|  |  | I-305.3(g) Will the road be public or private? |  |  |
|  |  | I-305.3(g) Has the road been bonded? (No building permits may be issued prior to bonding.) |  |  |
|  |  | I-305.4(a) Are the street designs adequate? |  |  |
|  |  | I-305.4(a) Has pedestrian safety been considered? |  |  |
|  |  | I -305.4(a) Have drainage calculations been done? |  |  |
|  |  | I-305.4(a) Is there state approval of wastewater disposal? |  |  |
|  |  | I-309 Has the Planning Board required phasing? |  |  |
|  |  |  |  |  |
|  |  | **WETLAND ORDINANCES**Chapter II **Article 3: Allowed Uses in a Wetland** |  |  |
|  |  | II-302.2 Does each lot contain enough contiguous dry area to support all structures and utilities? |  |  |
|  |  |  |  |  |
|  |  | **SUBDIVISION REGULATIONS - for all subdivisions**Chapter III **Article 4: General Requirements for the Subdivision of Land** |  |  |
|  |  | III-406 Are all easements shown on the plan? |  |  |
|  |  | III-410 Has proof been provided that each lot is adequate to permit septic and water systems? |  |  |
| **APPLIES** | **Town of Mont Vernon Acceptance Review Checklist** | **COMPLIES** |
| **YES** | **NO** | **SUBDIVISION REGULATIONS - for all subdivisions**Chapter III **Article 4: General Requirements for the Subdivision of Land (Continued)** | **YES** | **NO** |
|  |  | III -410.1 Has all information provided to the state been provided to the Board? |  |  |
|  |  | III-410.3(b); III-702 Are there markers both on site and on the plat to facilitate site walks? |  |  |
|  |  | III-410.3(c) Is the general location of proposed buildings, driveways, septic systems, and wells on the plan? |  |  |
|  |  | III-412.1 Has a bond been posted? |  |  |
|  |  | III-420 Has a street plan designed by a professional engineer been approved before construction of any phase of the plan? |  |  |
|  |  | III-420.2 Are principal streets in adjoining subdivisions continued? |  |  |
|  |  | III-420.3 Are any dead end streets longer than 1,000 feet and do they have a turnaround? |  |  |
|  |  | III-420.4 Is the right of way at least 50 feet? |  |  |
|  |  | III-420.6 and III-420.7 Have horizontal and vertical standards been met? |  |  |
|  |  | III-420.12 Has the Board determined the need for special investigative studies? |  |  |
|  |  |  |  |  |
|  |  | **Article 5: Certified Erosion and Sediment Control Plan** |  |  |
|  |  | III-504.2(a) to (c) Does the plan conform to the standards listed in this article? |  |  |
|  |  |  |  |  |
|  |  | **Article 7: Improvement Construction Requirements - Streets and Drainage** |  |  |
|  |  | III-705 Has arrangements been made to inspect the road? |  |  |
|  |  | III- 705.1 to III-705.7 Do the design standards conform with Table 1? |  |  |
|  |  | III-705.2 Has the roadway been cleared and grubbed? |  |  |
|  |  | III-705.5 Does drainage designs keep the post-development rate at or below pre-development? |  |  |
|  |  | III-705.5 Is all runoff diverted? |  |  |
|  |  | III-705.5 Does the drainage system impact offsite drainage? |  |  |
|  |  | III-705.(a) Are drainage swales shown and do they provide for proper flow of run-off? |  |  |
|  |  | III-705.5(b) Were all bridges designed by a professional engineer? |  |  |
|  |  | III-705.5 (c) Is the construction detail in accordance with NHDOT specifications? |  |  |
|  |  | III-705.5(d) Have the driveway culvert designs been approved by DPW? |  |  |
| **APPLIES** | **Town of Mont Vernon Acceptance Review Checklist** | **COMPLIES** |
| **YES** | **NO** | **Article 7: Improvement Construction Requirements - Streets and Drainage (Continued)** | **YES** | **NO** |
|  |  | III-705.6 Are the utility lines buried and bonded? |  |  |
|  |  | Table 1 - Do the standards need to be upgraded because of traffic, steep grades, or poor soil? |  |  |
|  |  |  |  |  |
|  |  | **DRIVEWAY REGULATIONS**Chapter VI **Article 3 General Provisions** |  |  |
|  |  | VI-301.1 Are driveway permits required? |  |  |
|  |  | VI-501 Does (do) driveway proposal(s) comply?  |  |  |
|  |  |  |  |  |
|  |  | **REQUIRED INFORMATION ON PLANS****III-605.1(b)(i) and (c): Plat Requirements for Review for Approval** |  |  |
|  |  | Name of municipality and subdivision |  |  |
|  |  | Name of subdivision |  |  |
|  |  | Name and address of applicant and designer |  |  |
|  |  | Names and addresses of abutting property owners |  |  |
|  |  | Intersecting streets and driveways within 200 feet of the subdivision |  |  |
|  |  | Location of septic systems and well |  |  |
|  |  | Existing and proposed streets |  |  |
|  |  | Proposed names of new streets |  |  |
|  |  | Existing and proposed lot lines |  |  |
|  |  | Location of existing and proposed easements on or off the site |  |  |
|  |  | Note as to deed restrictions |  |  |
|  |  | Building setback lines |  |  |
|  |  | Show open space |  |  |
|  |  | Show water courses |  |  |
|  |  | Show large trees |  |  |
|  |  | Show foliage lines |  |  |
|  |  | Show storm water drainage lines and analysis map |  |  |
|  |  | Show utilities |  |  |
| **APPLIES** | **Town of Mont Vernon Acceptance Review Checklist** | **COMPLIES** |
| **YES** | **NO** | **REQUIRED INFORMATION ON PLANS****III-605.1(b)(i) and (c): Plat Requirements for Review for Approval (Continued)** | **YES** | **NO** |
|  |  | Show zoning districts lying within the subdivision |  |  |
|  |  | Show contours at two foot intervals |  |  |
|  |  | Include note as to land use designation per zoning |  |  |
|  |  | Include site location map |  |  |
|  |  | Include statement of about suitability of land for residential development |  |  |
|  |  | Include statement of work required on existing streets to meet the minimum standards |  |  |
|  |  | Include note as to methods of sanitary sewage disposal and water supply |  |  |
|  |  | Show soil certification stamp of soil scientist |  |  |
|  |  | Show watershed areas |  |  |
|  |  | Include street profiles with cross sections for every 50 feet |  |  |
|  |  | Show locations of all monuments to be set |  |  |
|  |  | Show location of fire ponds and cisterns if any |  |  |
|  |  | Include volume and page reference to indicate sub-divider's derivation of title |  |  |
|  |  | Show State Plane Coordinates using two valid points on the property line |  |  |
|  |  | Subdivision based on a boundary survey conducted by a certified surveyor |  |  |
|  |  | Show lot dimensions |  |  |
|  |  | Show the area of all lots denoting wetland acres and dry acres and total acres |  |  |
|  |  | Show consecutive numbering of lots |  |  |
|  |  | Acknowledgement of applicants responsibilities and liabilities on public land until such land has been legally accepted by the Town |  |  |
|  |  | Include signature block |  |  |
|  |  | Include the statement in III-605.1(b)(i)(VV) |  |  |
|  |  | Show where stumps will be buried |  |  |
|  |  |  |  |  |
|  |  | **III-605.2 LEGAL DATA REQUIRED** |  |  |
|  |  | III-605.2 (a)(i) Agreement to convey to the town land to be used for streets and public purposes. |  |  |
|  |  |  |  |  |
| **APPLIES** | **Town of Mont Vernon Acceptance Review Checklist** | **COMPLIES** |
| **YES** | **NO** | **III-605.2 LEGAL DATA REQUIRED (Continued)** | **YES** | **NO** |
|  |  | II-I605.2 (a)(ii) Covenants which include statement concerning ownership of common land |  |  |
|  |  | III-605.2 (a)(iii) Covenants restricting common land or open space from any future subdivision. |  |  |
|  |  | III-605 (a) (iv,v) Easements |  |  |
|  |  | III-605.2(b) Deeds for any land used for public purposes |  |  |
|  |  | Development Agreement (if Applicable) |  |  |
|  |  |  |  |  |
|  |  | **FINAL CHECK** |  |  |
|  |  | Have special exceptions been granted? |  |  |
|  |  | Re-check the abutters list against current Town Records. |  |  |
|  |  | Final plats prepared according to RSA 478:1-a |  |  |
|  |  | 1 Mylar copy and 6 paper copies presented in accordance with requirements of Registrar of Deeds |  |  |
|  |  | Electronic copy in a .GIF, .DXF and .DWG format for Nashua Regional Planning Commission (NRPC) |  |  |
|  |  | All legal documents including warranty deeds |  |  |
|  |  | Street construction complete or bond approved by Selectmen and Town Counsel |  |  |
|  |  | Utility construction complete or bond approved by Selectmen and Town Counsel |  |  |
|  |  | Storm Drainage construction complete or bond approved by Selectmen and Counsel |  |  |
|  |  | Soil Erosion and Sediment Control construction complete or approved bond |  |  |
|  |  | Boundary markers are certified as set or bond approved by Selectmen |  |  |
|  |  | Check fees paid and any outstanding payments due. |  |  |
|  |  | Name, address and seal of surveyor, engineer, and soil scientist  |  |  |
|  |  |  |  |  |

**ITEMS TO CONSIDER PRIOR TO ROADWAY ACCEPTANCE:**

**III-303.1 Deviation from approved final plat requires the consent of the Board and submission of copies of plat "as built".**

**III-704.4 All debris within right of way, including non-biodegradable erosion control measures, has been removed and all damage done to the street has been repaired.**

**III-704.4 Inspections, samples, and core tests may be taken by the Town before final roadway acceptance.**

**OTHER COMMENTS:**

**DATE OF CONDITIONAL APPROVAL:**

**RESULT OF VOTE:**

**DATE OF FINAL APPROVAL:**

**RESULT OF VOTE:**

**DATE PLANS SETS, INLUDING MYLAR, ARE SIGNED:**

**NOTE REASON(S) IF DISAPPROVED:**